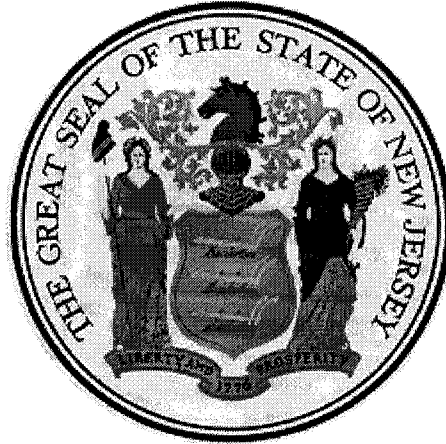


# State of New Jersey



## Local Planning Boards & Zoning Boards of Adjustment Records Retention Schedule

**M140000-001**

## RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER M140000	SCHEDULE NUMBER 001	PAGE NUMBER 1 OF 4
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## DEPARTMENT

Local Planning Boards &amp; Zoning Boards of Adjustment

## DIVISION

## BUREAU

## AGENCY REPRESENTATIVE

## TITLE

## (AREA CODE) TELEPHONE NUMBER

**SCHEDULE APPROVAL:** Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE *James D. Ward*

DATE

4-23-91

SECRETARY, STATE RECORDS COMMITTEE SIGNATURE *Carol Macarone*

DATE

6/19/91

## RECORD SERIES NO.

## RECORD TITLE AND DESCRIPTION

## AGENCY RETAIN IN

## RECORDS CENTER

## DISPOSITION

0001-0000	Aerial Photographs	Permanent		Permanent
0002-0000	Affidavits of Board Members - Used to verify that board members have heard/read the minutes.	7 yrs		Destroy
0003-0000	Certificate as to the approval of subdivision of land NJS 40:55D-56	Permanent		Permanent
0004-0000	Certificates For Non-Conforming Structures and Uses	Permanent		Permanent
0005-0000	Easements	Permanent		Permanent
0006-0000	Lot Consolidation Case Files Includes applications and surveys (copies).	7 yrs after final approval		Destroy
0007-0000	Master Plans	Permanent		Permanent
0008-0000	Minutes Including Agendas & Resolutions	Permanent		Permanent
0008-0001	Original Minutes	Permanent		Permanent
0008-0002	Duplicate Minutes/Rough Minutes	Periodic review		Destroy
0008-0003	Transcripts of Hearings where an appeal has been filed	Permanent		Permanent

# RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORD  
SERIES NO.

RECORD TITLE AND DESCRIPTION

AGENCY NUMBER

M140000

SCHEDULE NUMBER

001

PAGE NUMBER

2 OF 4

RETAIN IN  
AGENCY RECORDS CENTER

DISPOSITION

0008-0004

Tape recordings of Public Proceedings

1 yr or until  
summary of minutes  
is approved or  
transcript of  
meeting where an  
appeal has been  
taken, whichever  
is later

Destroy

0009-0000

Notices of Hearings/Decision  
(including planning board, zoning board, the  
municipal board and other state, county and  
federal agencies)

3 yrs

Destroy

0010-0000

Land Use Regulations: Site Plan, Subdivision  
and Zoning (Ordinances)

As updated

Destroy

0011-0000

Planning Studies

Permanent

Permanent

0012-0000

Site Plan Application Case Files  
Includes major and minor, changes of use and/or  
tenancy applications.

0012-0001

Original site plans approved and maintained by  
the municipal planning boards

Permanent

Permanent

0012-0002

Site plan copies approved and maintained by  
the county planning boards

3 yrs after final  
approval

Destroy

0012-0003

Original site plans approved and maintained by the  
county planning board

Permanent

Permanent

0012-0004

Denied site plan applications

3 yrs

Destroy

0012-0005

Approved Site Plan Application Files Excluding  
Original Plans

7 yrs after  
final approval

Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
MI 40000	001	3 OF 4

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0012-0006	Exempt Site Plan Applications	3 YRS		Destroy
0013-0000	Soil Removal Application			
0013-0001	Approved Soil Removal Application	7 YRS		Destroy
0013-0002	Denied Soil Removal Application	3 YRS		Destroy
0014-0000	Subdivision Application Case Files - (Major and Minor) Includes: Application, Project Acknowledgment, sewer permit, sketch plat, letter of transmittal, correspondence, publisher's affidavit, proof of publication, proof of taxes paid, Review Board comments, copies of minutes, resolutions, copy of preliminary and final approval plan, Affidavit of Proof of Services, variance list, Environmental Protection Department Permit, Certificate of approval by local agency, engineer's report, hydrological studies, Environmental Impact Statements, public notice list, notice of authorization, performance bond, letter of credit, time extension, county planning board approval, engineering review and approval			
0014-0001	Approved Subdivision Case Files	7 yrs after final approval		Destroy
0014-0002	Approved Subdivision Original Plans	Permanent		Permanent
0014-0003	Denied Subdivision Case Files and Plans	3 YRS		Destroy
0014-0004	Exempt Subdivision Case Files and Plans	3 YRS		Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
		M140000	001	4 OF 4
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY RECORDS CENTER		DISPOSITION
0015-0000	Variance Application Case Files/Zoning Board of Adjustment Case File Contain but are not exclusive to: Plan (copy) development application, variance relief, residential variance, zoning variance list, tax map (copy), proof of publication and affidavit, resolution (copy), petitions of appeal, re-zoning application, Waivers for irregular shaped lots and applications.			
0015-0001	Approved Variance Application Case File	7 yrs after final approval		Destroy
0015-0002	Approved Variance Original Plan	Permanent		Permanent
0015-0003	Denied Variance Application Case File and Plan	3 yrs		Destroy
0016-0000	Case Register and Index Cards (subdivisions, variances, zoning, soil mining, site plan, and appeal applications)	Permanent		Permanent
0017-0000	Sign Application Files - Approved and Denied	3 yrs		Destroy